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October 2, 2006

RCCI 2007-20

MEMORANDUM

TO: ALL RESIDENTIAL CHILD CARE INSTITUTION SPONSORS

FROM: Kathy Stewart, Consultant
Office of Child Nutrition and School Health

SUBJECT: Site Reviews

A "RCCI Foodservice Review Form" is attached. This form will assist you in completing the **mandatory** on-site review used for each feeding site sponsored. This process must be completed by **February 1, 2007**. If a school food authority (SFA) can not complete all the reviews by February 1, 2007, the SFA will need to inform the state agency prior to that date. Reimbursement funding is contingent upon sponsor compliance with all regulatory requirements.

By way of review, "no less than one on-site review of each school under a School Food Authority's (SFA) jurisdiction shall take place prior to February 1 of each school year. If the review discloses problems with a school's meal counting/claiming procedures the SFA shall: ensure that the school develops and implements a corrective action plan; and within 45 calendar days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problems."

Your facility must conduct and document a site review, even if you only have one feeding site. Please return the completed site review form and required follow-up on-site review to:

Nevada Department of Education
Office of Child Nutrition and School Health
1749 Moody Street, Suite 40
Carson City, Nevada 89706

Enclosure: Site Review Form

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